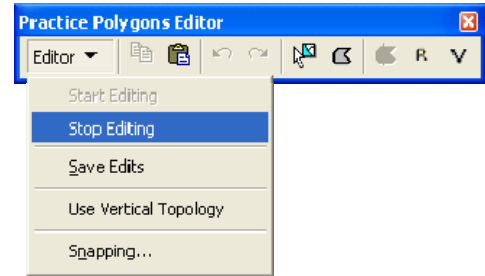# Creating a Filter Strip along all or part of a field

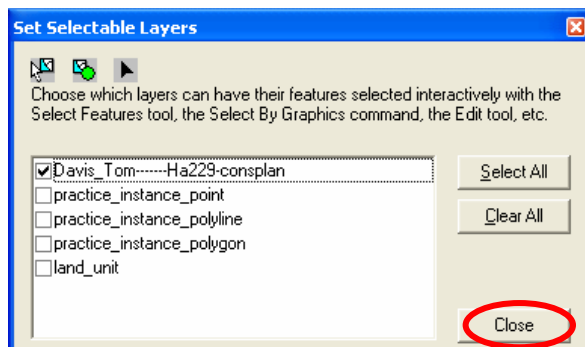1. If you don't have one already, create a Practices (polygons) layer. If one already exists, skip to step 2.

    1.1. Click the **New Toolkit Layer** tool.

    1.2. Select **Practice Polygon**.

    1.3. Click the **OK** button.

    1.4. On the **Practice Polygons Editor** toolbar, click the **Editor** menu, and select **Stop Editing**.
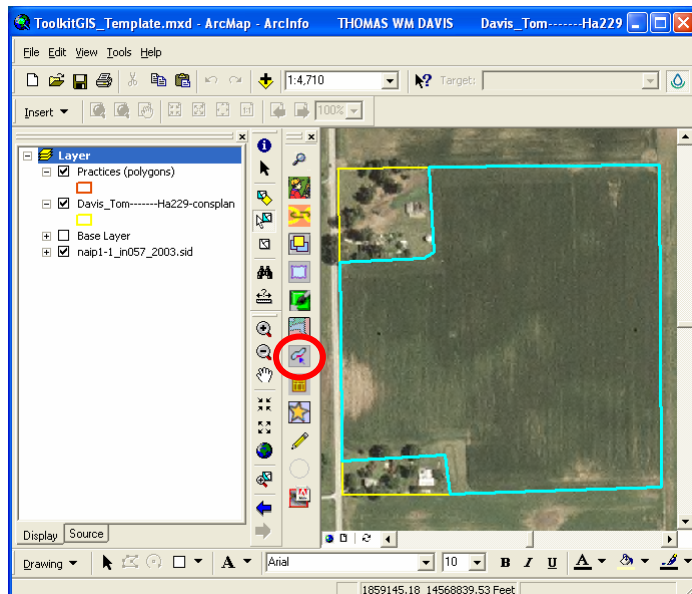
2. Select the field to be buffered

    2.1. Click the **Selectable Layers** tool, and de-select all layers except the Planned Land Units layer.
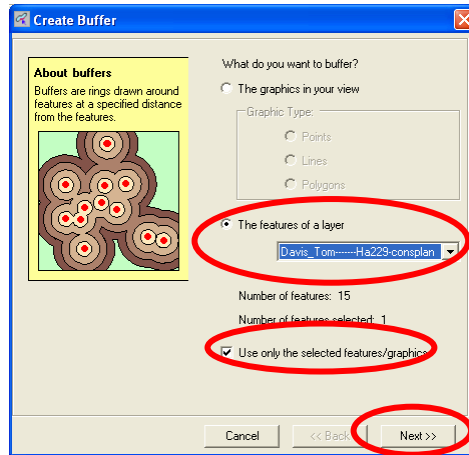
    2.2. Click the **Close** button when finished.

    2.3. Click the **Select Features** tool, then click inside the desired field. The outline of the field will turn light blue.
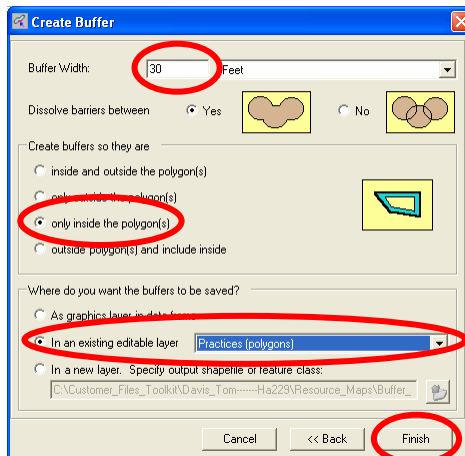
3. Create a buffer around the entire field

    3.1. Click the **Create Buffer** tool.

3.2. The layer to be buffered is the Planned Land Units layer. Indicate that you only want to create a buffer for the selected features.

3.3. Click the **Next>>** button.

3.4. Set the filter strip width. Since the filter strip is created from the existing field, the buffer should be created on the inside of the polygon. The buffer that is created should be placed in the Practices (polygons) layer.
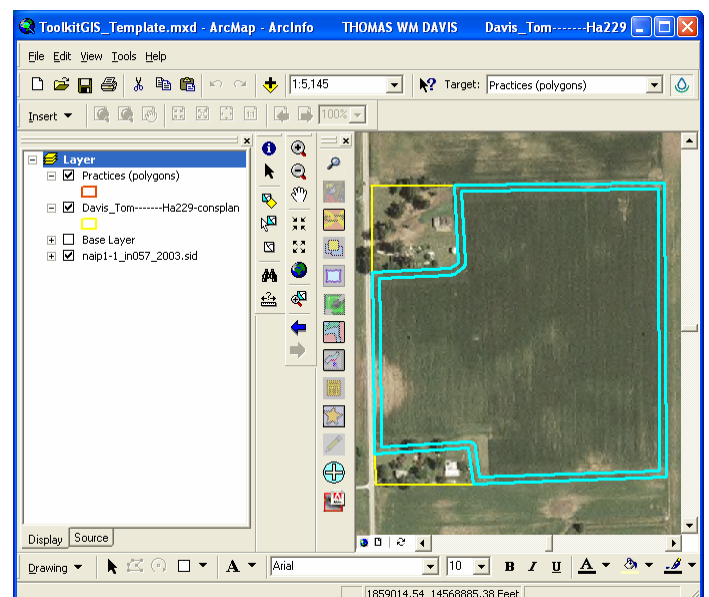
3.5. Click the **Finish** button. A buffer is created for the entire field.

3.6. If practice-specific symbology has already been applied to the Practices (polygons) layer, it may be necessary to open the Layer Properties dialog and check the All Other Values option for the newly-created buffer to appear.
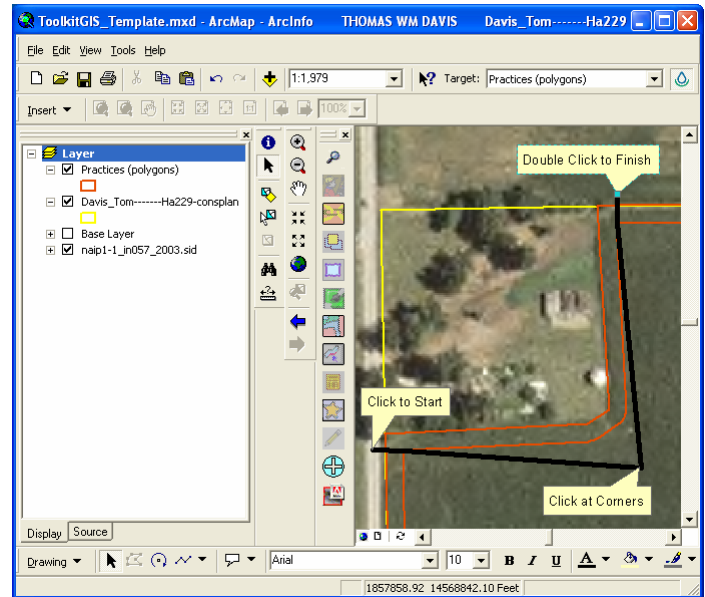
4. Split the buffer at the endpoints of the desired filter strip.

4.1. Start editing the practices theme by clicking the **Editor** tool ✎, and selecting the Practices (polygons) layer to edit.
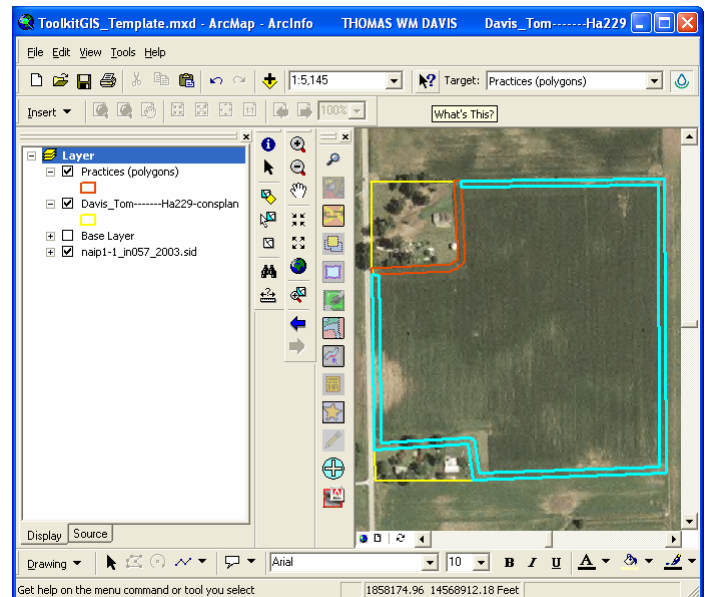
4.2. Click the **Select Features** tool 📐 on the Editor toolbar, then click inside buffer that was just created. It will turn light blue.

4.3.   Zoom in on the filter strip area if desired.

4.4.   Click the **Split Practice** tool ⚔ on the
Editor Toolbar. Starting outside the buffer,
define both ends of the desired filterstrip.
Double-click to complete the split.

4.5.   Remove the *unwanted* buffer area by
selecting it with the **Select Features** tool
🏳 from the Editor toolbar, then press the
Delete key. The selected feature will
disappear.

4.6.   On the **Practice Polygons Editor** toolbar,
click the **Editor** menu, and select **Stop
Editing** to complete the process.

5.   Assign tract & land unit numbers, practice codes, and planned month/year using the Attribute tool 🔢.